



# MANIFEST

— *events* —

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# ABOUT MANIFEST

Elevated and Seamless Events.

At Manifest, we guide our clients through the planning process with ease, a creative eye, and attention to the smallest detail.

Working with our event designers, planners, and coordinators- you'll enjoy the planning process and love the results.

Let's bring your vision to life!



# ABOUT THE OWNER



Hi!

I'm Carleigh. Owner and Lead Planner/Designer at Manifest Events.

My measure of success in the event world really does center around the client experience.

At Manifest, our promise to you is this-

Creatively, we'll get to know your vision as our own. We'll work to refine + elevate your event aesthetic until we achieve a look that is cohesive, beautiful, and that celebrates *you*.

Logistically, we'll put in the work + planning to ensure an event structure that has flwaless form and function. On the day of the event, we pride ourselves in working so that you won't lift a finger.

Energetically, we'll deliver a fun and lighthearted experience while working with us. It is a party after all..

# KIND WORDS

"I can truly say that our wedding day was PERFECT thanks to the careful planning, design and execution of Carleigh + the Manifest team. She helped take our vision and make it a reality by connecting us to a rock star vendor team and providing impeccable design direction. It was a pleasure to work with Carleigh over the last year and we couldn't recommend her more!" – Manifest Bride, Kate S



"Carleigh was such a thrill to work with! We did full service planning with her and I could not have asked for a better experience. My friends and family can attest I was very low stress throughout the entire process and that was entirely because I had Carleigh on my team. She walked me through the whole process, step by step, helped me choose vendors and worked with and coordinated with them throughout the whole process, and made my wedding vision come to life! She was always there to answer questions when I needed and handled any problem that came around. I had zero stress day of. She truly went above and beyond and I couldn't be more grateful!" – Manifest Bride, Meredith K"



# OUR SERVICES

Full Service  
Planning

Partial  
Planning

Day Of/Month  
Of  
Coordination



# FULL SERVICE PLANNING \$6,000

Unlimited creative/logistical consultation throughout the planning process

Venue/vendor recommendations and management

Contract Review

Full Service Design/Decor Plan Creation

(We work with you extensively to carefully curate and execute every detail of your wedding day- start to finish)

Budget Creation + Management

Floor Plan Creation

Timeline Creation

Vendor Management + Communication

Rental Management

Customized Checklists

Stationary + Invitation Selection

Attendance from your planning team at vendor meetings as needed (Cake/Catering tastings, Venue walkthroughs, rental showroom meetings, etc)

Complimentary Wedding Day Emergency Kit

Full availability at the wedding rehearsal and wedding day for Day Of Coordination services

Execution of Ceremony + Reception Decor/Design

Oversight and management of timeline on wedding day

Assistance to wedding party, family and guests as needed

Load in/Load Out Coordination

# PARTIAL PLANNING \$3,000

Customized Wedding Planning Checklist

Customized Wedding Design Guide

Venue/vendor recommendations

Collaborative Decor + Design Plan Creation

Timeline Creation

Vendor Management + Communication

Full availability at the wedding rehearsal and wedding day for Day Of Coordination services

Direction of ceremony processional at rehearsal and ceremony

Execution of Ceremony and Reception Decor/Design

Oversight and management of timeline on wedding day

Act as point of contact for all vendors on wedding day

Assistance to wedding party, family and guests as needed

Load in/Load Out Coordination

# DAY OF/MONTH OF COORDINATION

## \$1,500

Initial Consultation to discuss all details of the wedding day and answer any questions you may have.

Complimentary Month Of Wedding Coordination to organize all wedding details.

Timeline Creation

Vendor Management Up to 1 Month Prior to Wedding Day

Full availability at the wedding rehearsal and wedding day for Day Of Coordination services

Direction of ceremony processional at rehearsal and ceremony

Coordination + Set Up of Ceremony and Reception Decor + Design

Oversight and management of timeline on wedding day

Act as point of contact for all vendors on wedding day

Assistance to wedding party, family and guests as needed

Load in/Load Out Coordination

# FAQ

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Q: Do you travel?

A: Yes! We love to travel locally, regionally, nationally and internationally. Perks of the job, right? If your wedding destination is more than 80 miles from us, we will craft a custom travel quote that fits your needs.

Q: Do you have a la carte options?

A: Absolutely! Please reach out to us for a quote on the service you have in mind.

Q: What is your deposit?

A: We require 50% down to hold your date, and the rest due 30 days before your wedding.

Q: What forms of payment do you take?

A: We take credit cards, venmo, zelle and cash app.

Add onto your package!

# ALA CARTE

Design Strategy + Planning | \$1,000

Rental Order Management | \$500

Budget Creation | \$250

Rehearsal Dinner + Bridal Brunch Planning | \$1,000+

Bachelorette/Bachelor Party Planning + Design |  
\$800+



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# LET'S WORK TOGETHER

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IG | [manifestevents\\_co](https://www.instagram.com/manifestevents_co)

Website | [manifesteventscs.com](https://www.manifesteventscs.com)